

**THE MINUTES OF THE  
NORFOLK ARCHITECTURAL REVIEW BOARD  
APRIL 11, 2016**

On April 11, 2016 at 4:00 p.m., a meeting of the Norfolk Architectural Review Board was held in the 10th Floor Conference Room, City Hall Building. Those in attendance were:

**MEMBERS PRESENT:**

Ms. Gustavson (Chairman), Mr. Thomas, Mr. Rutledge, Mr. Glenn, Ms. Pollard, Mr. Lyall, Mr. Gould, Mr. Hoffler

**MEMBERS ABSENT:**

Mr. Klemt

**STAFF:**

Ms. McBride, Mr. Newcomb

**I. Call to Order**

Ms. Gustavson called the meeting to order.

**II. Roll call**

Mr. Newcomb called the roll. (Quorum present.)

**III. Consent Agenda**

a. Meeting minutes – March 22, 2016

Mr. Lyall made a motion to approve the minutes as presented. Mr. Glenn seconded the motion. The Board voted aye.

- b. 108 E. Tazewell Street – Well’s Theater – Exterior renovations

Ms. Gustavson asked that the item be removed from the consent agenda.

**IV. Continued Applications (None.)**

**V. Certificate of Appropriateness  
Downtown Historic Overlay District**

- a. 108 E. Tazewell Street – Well’s Theater – Exterior renovations

Drawings and photographs were presented and Ms. McBride reviewed the application. The applicant proposes to eliminate the corner entrance at E. Tazewell Street and Monticello Avenue. The door will be relocated further north from its current location. The exterior bulkhead area will be bricked in and a storefront window installed above; both will match the existing in style and materials. A single storefront door in bronze with a sidelight and transom above the door will be installed. The historic photos that were presented show that this corner of the building has been opened and closed throughout its history. Mr. Schnesker appeared before the Board and presented additional handouts.

Ms. Pollard made a motion to approve the application as submitted with the following conditions: a) that the applicant explore widening the proposed door assembly to match the existing window on the Monticello elevation and b) that the brick will be toothed in and match the existing. Mr. Lyall seconded the motion. The Board voted aye.

Additionally, Mr. Schnesker presented drawings showing the location on the roof for the proposed ductwork; it will not be visible from the street. The canopy, marquee signage, et cetera, will be presented at a later time.

**VI. Design Review (None.)**

**VII. Discussion**

Ms. Gustavson distributed copies of the Historic Landmark Designation template application and she noted that an application will be coming before the

Board on April 25<sup>th</sup>.

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Ms. Gustavson noted that the subcommittee met with Ms. Morris on April 8<sup>th</sup>. The Hazard Mitigation Workshop will be held April 22<sup>nd</sup>. There will be a field trip bus tour of Ghent, Freemason and Chesterfield Heights. Ms. McBride will provide additional documentation through drop box.

**VIII. Public Comments** (None.)

**IX. New Business** (None.)

**X. Old Business**

Ms. McBride reported that she submitted a grant application to the Department of Historic Resources for the resurveying of West Freemason and Ghent and should know by May 28<sup>th</sup> if Norfolk has been selected.

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Ms. Pollard reported that the Survey Collector App will be launched at the National Alliance of Preservation Commission's forum in July.

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Ms. McBride reported that Campostella Heights Civic League inquired about getting local Historic District designation.

**XI. Approval of the minutes:** March 22, 2016  
(Approved on consent.)

## **XII. Adjournment**

There being no further business to discuss, the meeting adjourned at 5:10 p.m.

Respectfully submitted,

*Dolores R. Cloud*

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Dolores R. Cloud, Deputy City Clerk/Stenographic Reporter